Minutes of Ordinary Meeting of Avon Dassett Parish Council
Monday 1st October 2018, 7.30 pm at The Reading Room.

The meeting commenced at 7.30pm

1) APOLOGIES: Councillor Chris Williams, Councillor John Feilding, Liz Hirst. Apologies were accepted.

   Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Clerk (Helen Hide-Wright).

2) DECLARATIONS OF INTEREST: None.

3) CONFIRM MINUTES OF LAST MEETING: Proposed: Trevor Gill, seconded: Mike Blakeman. Signed and dated by Trevor Gill.

4) QUESTIONS FROM THE PUBLIC: None.

5) MATTERS ARISING:

   a) The removal of the totem pole is still outstanding. **Action: Trevor to organise**

   b) The application. For Grade 2 listing for the war memorial is progressing and the application has been acknowledged

   c) Trevor will prepare a specification for the work needed in the toilet in the Reading Room for agreement of councillors prior to obtaining a quote for the work. **Action: Trevor to circulate specification.**

   d) Trevor has written to Highways in regards to the Farnborough road and will chase to ascertain the present position re the survey. **Action: Trevor to chase Warwickshire Highways**

6) <u>COMMUNITY</u>

   a) Burial Ground: Nothing to report.

   b) Community Policing/Neighbourhood Watch: Trevor explained that there have been reports of crimes in nearby villages. Following a request for the Parish Council to ensure that adequate priority was being given to solving these crimes, Trevor asked the Southam & Feldon Community Forum to ask for a high priority to be given to this issue. Trevor asked the Police to prioritise dealing with thefts. The Police advised that according to their records there has been no escalation in crime in the area and asked that Avon Dassett Parish Council help them to ensure that crimes are being reported on the 101 phone number and a Crime Reference is obtained.

   c) Playground – (weekly inspection reports): The annual inspection was due in September. Trevor confirmed that the play area is in good order and that the new bench has been installed. The play equipment would benefit from painting and Trevor will circulate a note asking for volunteers. **Action: Trevor to circulate a request for help.**

   The question of new equipment is still ongoing and Trevor agreed to talk to the residents who raised the request some time ago to ascertain the present position. **Action: Trevor to speak to the residents concerned.**

   d) Superfast Broadband: The Parish Council has received an email confirming that Bitham Hall will be connected by the end of October.

   e) Post Office: Nothing to report.

   f) Village Communications and website: Darrell Muffitt confirmed that the questionnaire will be going out in the near future. The Compton Chronicle is seeking a volunteer from Avon Dassett to collate the news items and events. Anyone interested is asked to contact Georgina Runnicles on 690191 or any member of the editorial team.

g) War memorial: The Clerk confirmed that the listing application has been received. The Silent Soldier will remain in Avon Dassett until the end of October. Trevor Gill thanked the Clerk for organising this with Burton Dassett.

h) Reading Room – refurbishment. The Parish Council is awaiting a start date on the works. The Parish Council is looking at paint colours for the exterior of the Reading Room and the woodwork.

i) 100th anniversary of end of WW1: There will be a dance remembering the two world wars to be held at Farnborough Village Hall on Friday 9th November at 7.30. There will be live music and supper. Bring your own drinks, glasses and nibbles. Tickets price £15 are available from Anna Massen telephone 69072.

j) Cemetery Car park: The new gate has been ordered and once this is available the materials will be purchased and the work carried out.

k) Defibrillator volunteer phone system: A meeting of volunteers will be organised and Trevor will try to schedule the next set of training.

Roads: Traffic, Roads and Drains (Church Hill):

Drains: Trevor Gill wrote to Patch Byrne to deal with the blocked drains in the village. **Action: Trevor to chase to find out when the requested visit will take place.**

Trevor Gill wrote to Severn Trent about the recent water supply issues that had seriously affect a number of residents. Clarification is being sought to ensure this situation will not arise in the future.

The replacement 30mph road sign has been ordered by Warwickshire highways.

Environment/Maintenance

Communication/Administration

7) COUNCIL REPORTS: No reports.

8) CORRESPONDENCE: Electronic correspondence was circulated in advance of the meeting. Paper copies were circulated at the meeting.

9) PLANNING (Declarations of interests): Availability of Planning Officers – Trevor Gill to follow up with John Feilding. The Clerk mentioned the possibility of running a Housing Needs Survey. Action: Clerk to contact WRCC to obtain details of a housing needs survey for Avon Dassett.

10) FINANCIAL STATEMENT. (Appendix A).

The Clerk highlighted the support cost hourly charges which had been received in a recent email. The Clerk commented on the potential financial costs if such support was required. It was decided to run the SAGE package alongside the existing spreadsheets to establish its reliability and need for IT support. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

It was agreed that we would complete a direct debit mandate in respect of the annual fee payable to Numbers Plus in respect of the support for the defibrillator.

11) MEMBER REPORTS: Nothing to report.

12) DATE OF MEETINGS in 2018: 26th Nov, No meeting in December 2018.
Potential dates 2019: 14th Jan, 4th Feb, 4th March, 1st April, 13th May, 3rd June, 1st July, 5th Aug, 2nd Sept, 7th Oct, 18th/25th Nov, no meeting in December.

The meeting closed at 8.30pm

Appendix A: FINANCIAL STATEMENT September 2018, Avon Dassett Parish Council:

Balance at close of business 1st October 2018

Current Account	£	16,282.34
Savings Account	£	12,837.49* Ring fenced funds and interest received.

Bank Transactions

Current Account	**Chq/SO/DD/TRF/FPI**	**In**	**Out**
4 Sep 18	Trevor Gill (Bench refund)		219.99
4 Sep 18	Numbers Plus (Defibrillator support)		118.80
4 Sep 18	Hide-Wright (Aug Expenses)		12.90
20 Sep 18	N Power (Sept)		56.00
24 Sep 18	Warks Pension Fund		95.56
27 Sep 18	SDC Precept	7,680.00	

Deposit Account	**In**	**Out**
10 Sep 18	0.56	

Payments Authorised From The Meeting

1.10.18	*Thomas Fox Inv 25118*	*£ 186.60*
1.10.18	*T. Gill (Cemetery fencing)*	*£ 250.00*
1.10.18	*Hide-Wright (Sept expenses)*	*£ 28.72*
1.10.18	*PKF Littlejohn LLP (SB201801278)*	*£ 240.00*
1.10.18	*SGD accounting software Inv 22029*	*£ 180.00*
Total Payments		**£ 885.32**

New Balances for Ring Fenced Funds:

Description	**Amount**
Neighbourhood Watch	£ 185.00
St John's Steps Appeal Funds	£ 86.19
I.T. Equip & Software	£ 551.30
Play area lease	£ 200.00
Reading Room Maintenance	£ 8,810.00
Playground	£ 250.00
Parish Plan	£ 2,000.00
Village Cemetery	£ 275.00
Village Maintenance	£ 230.00
Defibrillator	£ 250.00
Total	**£12,837.49**

AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR
27 September 2018

Receipts	Actual			Budget
Precept	£7,680.00			£15,610.00
Bank Interest	£2.70			£0.00
Burial Ground	£0.00			£0.00
Miscellaneous - Funds From Village Functions	£158.85			£0.00
Hire of Reading Room, car park etc	£25.00			£0.00
Mowing Refund From Stratford District Council	£0.00			£0.00
Election Fees Re The Use Of The Reading Room	£0.00			£0.00
VAT Reimbursement	£0.00			£0.00
TOTAL RECEIPTS	**£7,866.55**	**£0.00**	**£0.00**	**£15,610.00**

Payments (Annual expenses)	Actual	Ring Fenced Funds	Net Expenditure	Budget
The Reading Room				
Reading Room: Cleaning	£0.00		£0.00	£0.00
Reading Room: Electricity Supply	(£124.00)		(£124.00)	£350.00
Reading Room: Maintenance	(£62.22)	£0.00	(£62.22)	£1,300.00
Reading Room: Rates	£0.00		£0.00	£0.00
Total Reading Room	**(£186.22)**	**£0.00**	**(£186.22)**	**£1,650.00**
Administration				
Staff costs:				
Clerk's Pay	(£1,868.90)		(£1,868.90)	£4,250.00
ADPC Pension Contribution	(£439.70)		(£439.70)	£1,000.00
Employee Pension Contribution	(£245.68)		(£245.68)	£0.00
Administration Expenses	(£177.60)		(£177.60)	£600.00
ADPC Training	£0.00		£0.00	£300.00
Audit Fees	(£90.00)		(£90.00)	£300.00
Data Protection	£0.00		£0.00	£50.00
Election Fees	£0.00		£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00
WALC subscriptions	(£104.00)		(£104.00)	£110.00
Insurance	(£483.75)		(£483.75)	£650.00
Total Administration	**(£3,409.63)**	**£0.00**	**(£3,409.63)**	**£7,260.00**
Village Maintenance				
Street Light Maintenance	(£136.80)		(£136.80)	£0.00
Street Light Electricity Supply	(£203.87)		(£203.87)	£750.00
Village Maintenance & Mowing	(£1,904.40)	£0.00	(£1,904.40)	£3,000.00
Tubs Etc	(£157.10)		(£157.10)	£250.00
Total Village Maintenance	**(£2,402.17)**	**£0.00**	**(£2,402.17)**	**£4,000.00**
Playground				
Playground Lease & Inspections	£0.00		£0.00	£100.00
Playground Equipment and Repairs	(£204.99)		(£204.99)	£500.00
Playground General Maintenance	£0.00		£0.00	£250.00
Total Playground	**(£204.99)**	**£0.00**	**(£204.99)**	**£850.00**
Communications & IT Expenditure				
Avon Dassett Parish Council Website	(£224.14)		(£224.14)	£400.00
Communications & Surveys	£0.00		£0.00	£0.00
IT Software, Hardware & Consumables	£0.00	£0.00	£0.00	£300.00
Total Communications & IT Expenditure	**(£224.14)**	**£0.00**	**(£224.14)**	**£700.00**
Miscellaneous				
Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00
Other - Section 137	(£200.00)		(£200.00)	£0.00
Community Projects	£0.00		£0.00	£1,000.00
Total Miscellaneous	**(£200.00)**	**£0.00**	**(£200.00)**	**£1,150.00**
TOTAL PAYMENTS	**(£6,627.15)**	**£0.00**	**(£6,627.15)**	**£15,610.00**

Ring Fenced Funds

	01 April 2018	Deposits	Withdrawls	27 September 2018
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£548.04	£2.70	£0.00	£550.74
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	**£12,834.23**	**£2.70**	**£0.00**	**£12,836.93**

Closing Period Bank Balances As At:	27 September 2018
Current Account	£16,282.34
Deposit Account	£12,837.49
Total Bank Balances	£29,119.83

Southam Safer Neighbourhood Team – Community Forum 26/09/18

Community resolution completed with 2 young people who had caused damage

ASB patrols, Southam

We continue to hear that incidents are sometimes being discussed on village social media sites such as Facebook but not reported to the police. If you, or someone you know is a victim of crime please ensure it is reported via the main police numbers 101 or 999. This ensures that all incidents are logged and crimed centrally, and that we have an accurate picture of incidents and are able to direct our patrols appropriately.

POLICE NON-EMERGENCY 101 IN AN EMERGENCY ALWAYS CALL 999

Priorities and voting

The highlights of the patrols and work we have completed over the past 3 months in relation to the last 3 months priorities are outlined on the left of this sheet.

Crime prevention advice & community engagement across the area including Southam & Napton shows, Fire station open day, Priors Hardwick community meeting, Long Itchington public meeting, Bishops Itchington crime prevention community event including Neighbourhood Watch

The proposed priorities for the next 3 months are –

Vehicle crime
School engagement visits re tackling ASB
Community Engagement events
Speed checks
Anti social behaviour (ASB) patrols

29 votes have been received online prior to the Community Forum

Vehicle crime initiative in partnership with Stratford District Council targeting specific areas. Crime prevention packs distributed to van owners